

NEW HAMPSHIRE 1999 MEALS & ROOMS TAX BOOKLET

This book contains:

FORM DP-14

FORM M&R WORKSHEET

**FORM M&R LICENSE
DATA UPDATE**

This booklet contains a worksheet and instructions necessary for filing the Meals & Rooms Tax (M&R) return.

COPIES MUST BE MADE OF FORM DP-14

This booklet contains 2 copies of Form DP-14 for operators not filing under Telefile or PCFile. Operators filing Form DP-14 must make sufficient copies before filling it out.

If you have any questions regarding the Meals and Rooms Tax, the TELEFILE System or the PCFILE System, please call (603) 271-4188.

Copies of laws and administrative rules may be obtained from <http://www.state.nh.us/gencourt/ols/rules/rev.htm> or from the New Hampshire State Library Government Information Bureau
20 Park Street, Concord, NH 03301
Telephone Number (603) 271-2239

Services provided by the Department of Revenue Administration are compliant with the requirements of Title II of the Americans with Disabilities Act of 1990.

GENERAL INFORMATION

1999 MEALS AND ROOMS TAX

WHO MUST FILE MEALS & ROOMS	Every operator having a New Hampshire meals and rooms tax license must file a Meals and Rooms Tax return. Operators must report monthly, even when no tax is due. Approved seasonal operators must file reports for each month of their approved season.
WORKSHEET	Every operator is required to complete the worksheet monthly. Operators filing by PCFILE shall print a hard copy monthly. All records, including the worksheet, shall be retained for a minimum of three years from the due date of the tax or the date the return was filed, whichever is later.
WHEN TO FILE AND PAY TAX	<p>Electronically filed returns filed timely will not have the payment, on line 18 of the worksheet, deducted from their account until the next business day after the return due date.</p> <p>Electronic payments for late filed returns will be deducted on the next business day following the day the return was filed.</p> <p>You may access the TELEFILE and PCFILE systems 24 hours a day, 7 days a week. Electronically filed returns will be considered timely filed when a connection to either the TELEFILE or PCFILE system is established prior to 12:00 midnight on the date due. FILE EARLY AND KNOW IT IS TIMELY. Payment of electronically filed returns will not be debited from your authorized account until the next day after the due date!</p> <p>Paper returns must be filed no later than the due date shown on the worksheet (pages 7&8) or postmarked by the U.S. Postal Service on or before the due date shown.</p>
CONFIRMATION NUMBER	A 10-digit confirmation number will be provided at the conclusion of all TELEFILE and PCFILE transactions. This confirmation number will provide a record of the electronic filing transaction and should be retained in the taxpayer's records. (Note: a space has been provided to record this item on line 20 of the worksheet contained within this booklet.)
TAX RATE	The tax rate for <u>January 1, 1999 through June 30, 1999 is 8%</u> . The tax rate for July 1, 1999 through December 31, 1999 is 7%. However, it is possible that the 1999 Legislature may enact a change to this rate. You may call (603) 271-2191 between June 16, 1999 and July 30, 1999 to receive further information regarding any legislative action affecting this rate.
INTEREST AND PENALTIES	Interest and penalties will be charged on all late filed and late paid returns. For assistance in calculating interest and penalties see instructions.
FOR HELP OR FORMS	<p>Help line: (603) 271-4188 Monday - Friday, 8:00 - 4:30.</p> <p>Forms line: (603) 271-2192 24 hours a day.</p> <p>Website: http://www.state.nh.us/revenue/revenue.htm</p> <p>Hearing or Speech impaired: TDD Access 1-800-735-2964</p>

MEALS & ROOMS TAX LICENSE REQUIREMENT

The meals & rooms tax is a tax assessed upon the patrons of hotels and restaurants, based on the rents charged and upon meals costing \$.36 or more. A meals and rooms tax operator's license is required by anyone engaging in business activities as defined in RSA 78-A.

Questions concerning licensing requirements should be directed to the Department of Revenue Administration (DRA) by calling (603) 271-3701.

ELECTRONIC FILING AND PAYMENT

To report the meals and rooms tax information electronically, the operator will use either the TELEFILE or the PCFILE options explained below. Operators filing electronically may file paper returns for Initial, Amended or Final Returns **only**. Initial returns will be accepted when the operator has not received a PIN number.

Payment of the meals and rooms tax will be made electronically using an ACH Debit authorization for an account specified by the operator. For more information about ACH Debit authorization requirements, see below.

TELEFILE

After completing the worksheet within this booklet, operators using a touch-tone telephone will dial (603) 271-1000 to connect to the TELEFILE system. The automated system will prompt the operator to provide their license number and Personal Identification Number (PIN) prior to entering certain tax information from the prepared worksheet.

Once the tax information has been entered and verified, TELEFILE will issue a ten (10) digit confirmation number as a record of the filing transaction. The operator should write this confirmation number on line 20 of the worksheet.

PCFILE

Operators may file using a personal computer equipped with modem, communications software and a Windows based program software called PCFILE. The PCFILE program software will prompt the user to enter necessary tax information and, upon completion, will automatically dial (603) 271-7966 to file the information with the New Hampshire Department of Revenue Administration.

The PCFILE program software is available through the DRA Internet web page located at <http://www.state.nh.us/revenue/revenue.htm>. The PCFILE option on page 10 in this booklet provides more detailed instructions.

For operators who do not have access to the internet, upon receipt of a written request from the operator, the department will provide the PCFILE software at no cost.

ACH DEBIT AUTHORIZATION

For meals and rooms operators electing to file electronically, an ACH Debit Authorization form must be completed and filed with the New Hampshire Department of Revenue Administration (DRA) for **each** meals and rooms license newly issued or currently active. The ACH Debit Authorization allows the DRA to electronically process the payment of tax due from the account specified by the operator.

This ACH Debit Authorization remains in effect until the operator submits written notice of a change or cancellation to the DRA. A notification of change, including a revised ACH Debit Authorization form, must be submitted to the DRA twenty (20) days prior to the next scheduled filing.

Some examples of changes which would require written notification to DRA: obtaining a new account within the same financial institution, changing your financial institution (e.g. financial institution A to financial institution B), your financial institution is merged into another financial institution, or the operator elects to withdraw from electronic filing.

To obtain an ACH Debit Authorization form or information concerning its requirements, contact the TELEFILE Help Line at (603) 271-4188.

AMENDED AND FINAL RETURNS

You may not file amended or final returns through TELEFILE or PCFILE.

Amended and final returns must be filed by paper using the Meals & Rooms Tax Return (DP-14) contained in this booklet. If you need additional forms, you may copy those found in this booklet or call (603) 271-2192. Questions concerning amended or final returns may be directed to (603) 271-2186 or (603) 271-3701.

PAPER RETURNS

Meals and rooms tax operators may elect to file paper returns rather than file electronically; however, this election will result in the loss of the 3% commission, if gross receipts were equal to or greater than \$25,000 in the prior calendar year.

CONSOLIDATED REPORTING

Operators having more than one license may request permission in writing to file on a combined basis provided that all licenses use the same federal identification number. The request to the department shall include the following:

- 1) Operator's designation of one license number to be the master license number;
- 2) Business name for each license;
- 3) Address for each license; and
- 4) A statement that the operator agrees to the requirements of Rev 704.

To qualify for consolidated reporting the operator agrees;

- 1) To notify the department, in writing, of any additions or deletions to the consolidated group within ten (10) days of any change;
- 2) To continue to use the designated master license number unless written approval has been granted to change the designation;
- 3) To keep records readily available which show activity by month for each individual license;
- 4) To permit the department to make an assessment against and collect from the master license for any member of the consolidated group when the records required in 3) are not made available; and
- 5) If the consolidated return is late or the payment is late, then the interest and penalties shall be applied as if individual returns had been filed.

SEASONAL FILERS

Any operator whose business is not open year round may request in writing to file only for the months operated during the year provided the filing months are consecutive. Operations previously approved for seasonal filing need NOT reapply each year unless their season changes.

QUARTERLY FILERS

Any operator whose year-round business has an average monthly liability of less than \$100 per month may request in writing to file quarterly returns. For additional information please call (603) 271-3701.

RECORD KEEPING REQUIREMENTS

All meals and rooms tax operators are required to keep sufficient records to substantiate their reported receipts. These records must include properly dated source documents, and the summary documents used to calculate the tax due. As required by Rev. 706.01, operators must maintain for a minimum of three (3) years; all records including the meals and rooms tax worksheet or a hard copy of the PCFILING, guest checks/registration cards, cash receipts/sales journal, cash disbursement/purchases journal, general ledger, payroll records, cash register tapes, bank records and any other source documents required to support entries in an accounting record as either taxable or non-taxable sales. Operators whose sales include non-taxable items must keep adequate records to substantiate non-taxable sales or all sales will be considered taxable. [Rev. 706.01]

FAILURE TO MAINTAIN ADEQUATE RECORDS

Failure to keep adequate records may result in the loss of any 3% commissions taken, the assessment of a 10%, 25% or 50% penalty on any additional tax due and/or the suspension/revocation of operator's license.

3% COMMISSION REQUIREMENT

Per RSA 78-A:7,III operators are permitted to take a commission equal to 3% of the tax due if they meet all of the following requirements: (1) keep the prescribed records (see above), (2) file the return timely, (3) pay the tax due timely and (4) have no outstanding prior balance due for tax, interest and/or penalties and (5) follow the appropriate method of filing.

WORKSHEET SAMPLE

*If in January, 1999 your income and tax are as follows, then you would fill in the worksheet as indicated below, using **WHOLE DOLLARS ONLY**.*

RECEIPTS FROM MEALS AND BEVERAGES

	<u>Income</u>	<u>January</u>	<u>NOTE</u>
1 Tax Excluded Receipts.....	\$27,000.00	27,000	TELEFILE users will enter Lines 5, 9 and 18 on the Telefile system.
2 Meals Tax at 8% (Line 1 multiplied by .08).....		2,160	
3 Tax Included Receipts.....	\$14,000.00	14,000	
4 Meals Tax at 7.41% (Line 3 multiplied by .0741).....		1,037	
5 Total Meals Tax (Line 2 plus line 4).....			3,197

RECEIPTS FROM RENTALS

6 Rental Receipts.....	\$10,100.00	10,100	
7 Permanent Resident Receipts	\$100.00	100	
8 Taxable Rental Receipts (Line 6 minus line 7).....		10,000	
9 Total Rental Tax (Circle rate used. Multiply line 8 by .08 or .0741).....			800
10 Total Tax (Line 5 plus line 9).....		3,997	

ADDITIONS AND DEDUCTIONS

11 Commission (See 3% Commission Requirement. Line 10 multiplied by .03).....	120	
12 Advanced Payment or Credit Memo.....		
13 Total Deductions (Line 11 plus line 12).....	120	
14 Interest (See instructions).....		
15 Penalty for Late Payment (See instructions).....		
16 Penalty for Late Filing (See instructions).....		
17 Total Additions (Sum of lines 14, 15 & 16).....		
18 Total Payment Due (Line 10 minus line 13 plus line 17).....		3,877
19 Tax Exempt Meals and Rooms Receipts (e.g. federal, state & local government employees).....	- 0 -	

MEALS & ROOMS TAX WORKSHEET

LINE-BY-LINE INSTRUCTIONS

Prior to filing a return, all licensed operators must complete the WORKSHEET found in this booklet on page 7 and page 8. This worksheet will provide an historical record of the meals and rooms tax reported by your business each month during 1999. The worksheet is to be maintained with your records for three (3) years.

The shaded lines on this instruction page and those found on the meals and rooms tax worksheet (page 7 and 8) are the **ONLY** entries which the TELEFILE system will request you to enter or verify when filing your return.

Enter **ONLY** the requested items. **DO NOT ENTER YOUR GROSS RECEIPTS OR GROSS SALES RECEIPTS ON TELEFILE.** If you have questions regarding these entries, call (603) 271-3701.

ENTER your business name on the line in the upper left corner of the worksheet.

ENTER your six (6) digit meals and rooms tax license number in the block located in the upper left corner of the worksheet.

DO NOT ENTER your Personal Identification Number (PIN Number) on the worksheet. The PIN number is necessary for filing your return on the TELEFILE and/or the PCFILE system, however, this number should not be disclosed to anyone **except** those persons specifically authorized to act on your behalf.

Receipts from Meals & Beverages

Line 1 Enter the net receipts/net sales for the period, (excluding tax).

Line 2 Multiply line 1 x .08 and **Enter** on line 2.

Line 3 Enter the gross receipts/gross sales for the period, (including tax).

Line 4 Multiply line 3 x .0741 and **Enter** on line 4.

Line 5 Enter the TOTAL MEALS TAX line 2 plus line 4. Round to the nearest dollar and **ENTER WHOLE DOLLARS ONLY.**

Receipts from Rentals

Line 6 Enter the total rental receipts.

Line 7 Enter permanent residence receipts. (Receipts received from occupants having greater than 185 days of continuous occupancy are not subject to the meals and rooms tax.)

Line 8 Enter the taxable rental receipts, line 6 minus line 7.

Line 9 Enter the TOTAL RENTAL TAX. Circle the rate which applies, line 8 x rate, .08 if tax excluded or .0741 if tax included. Round to the nearest dollar and **ENTER WHOLE DOLLARS ONLY.**

Line 10 Enter the total amount of tax, line 5 plus line 9.

NOTE: Taxpayers who substantially understate their tax on line 10 may be assessed a penalty by the department in the amount of 25% of any underpayment of the tax resulting from such understatement. A substantial understatement is one which exceeds the greater of 10% of the amount of tax (line 10) or \$5,000.

Additions and Deductions

Deductions:

Commission of 3% may be taken by taxpayers who timely file in accordance with RSA 78-A:8. Commission MAY NOT be deducted by an operator not meeting the requirements of RSA 78-A:7. (See 3% Commission Requirements on page 4.)

Line 11 Multiply line 10 x .03 and **Enter** total on line 11.

Line 12 Deduct payments made in advance of the due date for the current tax period **or** for any credit for which you have received a Credit Memo from the Department of Revenue Administration.

Line 13 Enter total deductions, line 11 plus line 12.

MEALS & ROOMS TAX WORKSHEET
LINE-BY-LINE INSTRUCTIONS
(continued)

Additions:

Line 14 Tax due not timely paid shall have interest at a rate of 10% per annum for returns due in 1999. The interest is calculated on the balance of tax due from the original due date to the date paid.

Multiply the Total Tax by the number of days late x .000274. **Enter** this amount on line 14.

Example: To calculate interest on a return 15 days late with a tax due of \$500, see below.

$\$500 \text{ tax} \times 15 \text{ days late} \times .000274 = \underline{\$2.06 \text{ interest due}}$

Line 15 Tax due not timely paid shall have a penalty for late payment imposed. A penalty equal to 10% of any nonpayment or underpayment of taxes shall be imposed if the taxpayer fails to pay when due and the failure to pay is due to willful neglect or intentional disregard of the law, but without intent to defraud. If the failure to pay is due to fraud, the penalty shall be 50% of the amount of the nonpayment or underpayment.

Multiply the Total Tax by 10% and **Enter** on line 15.

Example: To calculate the 10% penalty for late payment on \$500 tax, see below.

$\$500 \times .10 \text{ penalty for late payment} = \underline{\$50 \text{ penalty due}}$

Line 16 A taxpayer failing to timely file a complete return will be subject to a penalty for late filing equal to 5% of the tax due or \$10, whichever is greater, for each month or part thereof that the return remains unfiled or incomplete. The total amount of this penalty shall not exceed 25% of the balance of the tax due or \$50, whichever is greater. Calculate this penalty starting from the original due date of the return until the date a complete return has been filed.

Multiply the Total Tax by the percentage which applies and **Enter** the penalty for late filing on line 16.

Example: To calculate the penalty for late filing for one (1) and two (2) months, see below.

$\$500 \times .05 = \$25 \text{ (for one (1) month late) and } \$500 \times .10 = \$50 \text{ (for two (2) months late)}$

Line 17 **Enter** the sum of lines 14, 15 and 16.

Line 18 **Enter** the TOTAL PAYMENT DUE, line 10 minus line 13 plus line 17. Round to the nearest dollar and ENTER WHOLE DOLLARS ONLY. The amount entered here is the amount to be deducted from the account you have authorized for this purpose.

NOTE: For taxpayers filing a paper return, Form DP-14, enclose a check payable to the State of NH for the amount shown on line 18. If less than \$1.00 do not pay but still file the return.

Electronic returns filed timely will have the payment, on line 18, deducted from their account the next business day AFTER THE RETURN DUE DATE (commonly on the 16th of the month).

Electronic payment for late filed returns will be deducted the NEXT BUSINESS DAY following the day the return was filed.

Line 19 **Enter** the total meals and rooms receipts which are exempt from tax. As an example, federal, New Hampshire state and New Hampshire municipal employees on government business and having the proper documentation may be exempt from the payment of this tax. For further clarification, contact the New Hampshire Department of Revenue Administration at (603) 271-3400. (See page 13, #6)

Line 20 Electronic filers should enter the confirmation number assigned by the TELEFILE System at the conclusion of your filing. This number is an important record of your TELEFILE transaction and will be requested should any research of your electronic filing be required. Enter this number on your worksheet in the block for the tax period which you are filing.

STATE OF NEW HAMPSHIRE

BUSINESS NAME _____

LICENSE NUMBER

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THIS WORKSHEET MUST BE COMPLETED PRIOR TO FILING THE

PIN NUMBER

Enter PIN Number on Telefile

Telefile Telephone Number (603) 271-1000

For the month of

Filing due date

01/1999	02/1999	03/1999	04/1999	05/1999
02/16/1999	03/15/1999	04/15/1999	05/17/1999	06/15/1999

Payment authorized on line 18 will be debited from your

RECEIPTS FROM MEALS AND BEVERAGES

1	Tax Excluded Receipts					
2	Meals Tax @ 8% (Line 1 multiplied by .08)					
3	Tax Included Receipts					
4	Meals Tax @ 7.41% (Line 3 multiplied by .0741)					
5	TOTAL MEALS TAX (Line 2 plus line 4)					

RECEIPTS FROM RENTALS

6	Rental Receipts					
7	Permanent Resident Receipts					
8	Taxable Rental Receipts (Line 6 minus line 7)					
9	TOTAL RENTAL TAX (Circle rate used) (Line 8 multiplied by .08 or .0741)					

10	TOTAL TAX (Line 5 plus line 9)					
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ADDITIONS AND DEDUCTIONS

11	Commission (Line 10 multiplied by .03. See 3% commission requirement on page 4.)					
12	Advanced Payment or Credit Memo					
13	TOTAL DEDUCTIONS (Line 11 plus line 12)					

14	Interest (See instructions)					
15	Penalty for Late Payment (See instructions)					
16	Penalty for Late Filing (See instructions)					
17	TOTAL ADDITIONS (Sum of lines 14, 15 & 16)					

18	TOTAL PAYMENT DUE (Line 10 minus line 13 plus line 17)					
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19	TAX EXEMPT MEALS AND ROOMS RECEIPTS (See instructions)					
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01/1999	02/1999	03/1999	04/1999	05/1999
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THE TELEFILE SYSTEM WILL PROVIDE A CONFIRMATION NUMBER TO VERIFY THE

20	CONFIRMATION NUMBER					
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MEALS & ROOMS TAX WORKSHEET

1999

LICENSE NUM-
BER

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N.H. MEALS AND ROOMS RETURN AND MUST BE RETAINED FOR THREE YEARS.

Telefile Telephone Number (603) 271-1000

06/1999	07/1999	08/1999	09/1999	10/1999	11/1999	12/1999	
07/15/1999	08/16/1999	09/15/1999	10/15/1999	11/15/1999	12/15/1999	01/18/2000	1999

account the next business day after the filing due date above.

RECEIPTS FROM MEALS AND BEVER-
AGES

1							
2							
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RECEIPTS FROM RENTALS

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9							

10							
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ADDITIONS AND DEDUCTIONS

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06/1999	07/1999	08/1999	09/1999	10/1999	11/1999	12/1999	1999
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TRANSACTION. PLEASE ENTER THE NUMBER IN THE APPROPRIATE SPACE BELOW.

20							
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TELEFILE FILING OPTION

After completing the worksheet contained in this booklet, the TELEFILE system may be accessed by dialing (603) 271-1000 from a touch-tone telephone 24 hours a day, seven days a week. Questions concerning the TELEFILE or PCFILE systems may be directed to (603) 271-4188, Monday - Friday, 8:00am - 4:30pm.

The TELEFILE system will provide step-by-step instructions on filing your return. If at any time during the filing process you do not hear the instructions, wait a few seconds and TELEFILE will repeat them to you. You will have several opportunities to enter the requested entry prior to having the call disconnected.

After entering your license number and PIN number, you will have the opportunity to 1) file your return, 2) change your PIN number, or both. Listen to the prompt, then make your selection.

CHANGING THE PIN NUMBER

Each licensed meals and rooms tax operator has been assigned a four (4) digit Personal Identification Number (PIN) for use in accessing the TELEFILE and/or PCFILE systems. The PIN number has been generated by computer and randomly assigned. This PIN number will be mailed to you by the Department of Revenue Administration.

PIN numbers may be changed, by the operator, if the operator selects the option provided on the TELEFILE and/or the PCFILE systems. The PIN number must be a four (4) digit number.

If you would like to change your PIN number, follow the instructions on either the TELEFILE or PCFILE systems.

ENTERING DOLLAR AMOUNTS

All dollars must be entered on the TELEFILE System in WHOLE DOLLARS. DO NOT ENTER CENTS.

For each entry which requires a dollar amount, you will be asked to enter the pound sign (#) once you have completely entered any dollar amount. The pound sign (#) may be found just below the number 9 of your touch-tone telephone keypad. For example, an operator reporting a meals tax of \$3,197.24 would enter as follows:

TELEFILE: "Enter the total meals tax ... Enter this amount followed by the pound key (#), now."

M&R FILER: Enter 3197 #

VERIFYING CORRECT INFORMATION

After each item of tax information has been entered, TELEFILE will ask you to verify the entry. TELEFILE will repeat the information and will request you to acknowledge the accuracy of the entry. For example:

TELEFILE: "You have entered Three Thousand One Hundred Ninety Seven Dollars. Press 1 if correct or press 2 to re-enter."

If the entry should be 2197 instead of 3197, you would press 2. TELEFILE will again instruct you to enter the information and then verify the amount. No more than three (3) attempts to enter the same entry will be allowed. If this occurs, the TELEFILE system will disconnect the call.

CONFIRMATION NUMBER

At the conclusion of each TELEFILE and PCFILE transaction, a ten (10) digit confirmation number will be provided by the TELEFILE and PCFILE systems to verify the filing. Those filing by TELEFILE should write the confirmation number on the worksheet as a record of the transaction.

PC FILING OPTIONS

Meals and rooms operators who prefer to file by personal computer may obtain the PCFILE software before filing their first return. Using your personal computer, Windows 3.1 or Windows 95 software, and a modem, download the PCFILE software from the Department of Revenue Administration web site.

DRA WEB SITE DOWNLOAD

- * Access the department's web site (<http://www.state.nh.us/revenue/revenue.htm>) and click on "Meals and Rooms Tax TELEFILE/PCFILE".
- * Locate and click on the option for downloading the PCFILE software. You will be prompted to designate a specific drive/directory to which the software will be downloaded. The downloading process may take several minutes.
- * Once the software has been downloaded, you will complete the filing by following the on-screen instructions.

FILING A PCFILE RETURN

- * When your return has been completed, the PCFILE software will ask you to verify your filing information and automatically dial the department to complete your filing with the DRA.
- * Upon completion of the transaction you will receive notification of your successful filing. A ten (10) digit confirmation number will be transmitted via the PCFILE to your computer.
- * Once confirmation has been received, you must print a copy of the filing to maintain in your records as required by Rev. Rule 706.01.

**Operators lacking access to the internet may write to the
Department of Revenue Administration to obtain the PCFILE
program software on a 3½ inch diskette at address below:**

**NH Dept Revenue Administration
Collection Division
PO Box 454
Concord, NH 03302-0454**

**You must include your Meals & Rooms license number and a
complete mailing address where you would like the software
forwarded.**

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
MEALS & ROOMS TAX RETURN

MAKE SUFFICIENT COPIES OF THIS FORM BEFORE FILLING OUT

FOR OFFICE USE ONLY

BUSINESS NAME _____

License Number

Tax Period

Due Date

SPECIAL RETURN TYPE:
Initial Return ☐ Amended Return ☐ Final Return ☐

RECEIPTS FROM MEALS AND BEVERAGES

- 1 Tax Excluded Receipts..... 1
2 Meals Tax at 8% (Multiply line 1 by .08)..... 2
3 Tax Included Receipts..... 3
4 Meals Tax at 7.41% (Multiply line 3 by .0741)..... 4
5 **Total Meals Tax** (Line 2 plus line 4)..... 5

RECEIPTS FROM RENTALS

- 6 Rental Receipts..... 6
7 Permanent Resident Receipts..... 7
8 Taxable Rental Receipts (Line 6 minus line 7)..... 8
9 **Total Rental Tax** (Multiply line 8 by .08 or .0741. Circle rate used)..... 9
10 **Total Tax** (Line 5 plus line 9)..... 10

ADDITIONS AND DEDUCTIONS

- 11 Commission (Line 10 multiplied by .03. See 3% commission requirement on page 4)..... 11
12 Advance Payment or Credit Memo..... 12
13 **Total Deductions** (Line 11 plus line 12)..... 13
14 Interest (See instructions)..... 14
15 Penalty for Late Payment (See instructions)..... 15
16 Penalty for Late Filing (See instructions)..... 16
17 **Total Additions** (Sum of lines 14, 15 & 16)..... 17
18 **Total Due** (Line 10 minus line 13, plus line 17) Make check payable to State of New Hampshire..... 18
Enclose, but do not staple or tape your payment to the return.
19 **Tax Exempt Meals and Rooms Receipts** (See instructions)..... 19

IF THIS IS YOUR FINAL RETURN, PLEASE GIVE REASON:

☐ ① Business Discontinued ☐ ② Change in Organization ☐ ③ Business Sold Last Day of Business _____

FOR OFFICE USE ONLY

Under penalties of perjury, I declare that I have examined this form and to the best of my belief it is true, correct and complete.
If prepared by a person other than the taxpayer, this declaration is based on all information of which the preparer has knowledge.

Signature (Failure to sign may result in the assessment of penalties.)

Preparer Other Than Taxpayer

Date

Telephone Number

Date

Preparer's Identification Number

MAIL
TO:

NH DEPT REVENUE ADMINISTRATION
DOCUMENT PROCESSING DIVISION
PO BOX 2035
CONCORD NH 03302-2035

Preparer's Address

City or Town, State, Zip Code

COMMONLY ASKED MEALS AND ROOMS QUESTIONS

1 WHAT RECORDS DO I NEED TO KEEP AND FOR HOW LONG?

Keep all records used to record and report your meals and rooms tax for three (3) years. These records include the telefile worksheet, or a hard copy of the PCfilling, cash receipts journals, cash disbursement journals, general ledger, payroll records, cash register tapes, guest checks and registration cards, bank statements with all enclosures and any other source document used in your accounting records including those that separate taxable items from non-taxable items.

2 HOW ARE BAKERY PRODUCTS TAXED?

All bakery products sold in quantities of less than six from a restaurant are taxable. A bakery is classified as a restaurant when it offers other taxable items for sale such as, but not limited to, coffee, soda, sandwiches, salad bars and/or hot foods. The taxability of bakery products is not affected by whether the bakery product is served to be eaten on premise or on a "to go" basis.

3 MUST M&R TAX BE CHARGED ON GRATUITIES AND SERVICE CHARGES?

Gratuities are not taxable when the entire gratuity is given freely to the person(s) who actually provided the service. Gratuities and other service charges are not taxable if the charge is (1) separately stated on the bill (2) not mandatory and (3) given entirely to the staff providing the service (not supplementing wages).

4 DO I NEED A SEPARATE LICENSE FOR CATERING?

A meals and rooms license is required for each fixed location where taxable meals are regularly served. However a separate license is required for the occasional serving of meals at various locations for occasions such as, but not limited to, banquets, weddings, barbecues, outings, picnics, etc.

5 ARE PARTY PLATTERS TAXABLE? EVEN IF I AM NOT SERVING?

All party platters are taxable whether delivered, picked up or served.

6 WHO IS EXEMPT FROM THE MEALS AND ROOMS TAX?

The department does not issue meals and rooms tax exempt certificates. No blanket meals and rooms tax exemption exists for non-profit organizations. However, there are limited exemptions for the following:

- a. New Hampshire state, county, municipality and federal government employees are tax exempt if the charge is related to work. The organization must have a purchase order number and payment must be received from the Treasurer, State of New Hampshire, the US Treasury or the New Hampshire county/municipality or its instrumentality;
- b. Persons possessing a diplomatic tax exempt card issued by the US State Department;
- c. Rents incurred as a result of the loss of one's permanent residence (e.g. flood, fire, etc.);
- d. Meals paid for with food stamps/coupons; or
- e. Some schools and students.

When you have any questions about tax exempt sales, operators are encouraged to call the department for clarification at (603) 271-3400.

7 HOW SHOULD I HANDLE COUPON AND DISCOUNT SALES?

The tax should be applied to the sale amount after the discount or coupon has been taken.

8 WHEN ARE LONG TERM RENTALS SUBJECT TO THE MEALS AND ROOMS TAX?

Tax must be collected on all rentals of less than 185 consecutive days.

9 ARE FUNCTION ROOM RENTALS TAXABLE?

All room rentals in a hotel (or any facility with sleeping accommodations) are taxable.

10 WHERE CAN I GET A COPY OF THE MEALS AND ROOMS TAX LAW AND RULES?

A full copy of the meals and rooms tax law (RSA 78-A) and administrative rules (Chapter Rev. 700) is available through the Government Information Bureau, NH State Library, 20 Park Street, Concord, NH 03301, (603) 271-2239. The laws and rules may also be obtained through the internet site at <http://www.state.nh.us/gencourt/ols/rules/rev.htm>.

11 DO I NEED TO FILE EVERY MONTH EVEN IF I HAVE NO ACTIVITY?

You must file for every month covered by the filing status of your license, even if you have no tax due.

These questions are in no way intended to be all inclusive of every situation. If you have any questions regarding the taxability of any product or rental, you are encouraged to contact the department at (603) 271-3400.

TROUBLESHOOTING MEALS & ROOMS TAX RETURN ERRORS

The following are common operator errors made in preparing returns and/or reporting of meals and rooms tax.

- Problem:** Gross Receipts/Sales for "meals" are incorrectly reported on line 5 of the return.
- Solution:** The correct location to report gross receipts for meals and beverages is on line 1 and/or line 3 under the heading of Receipts from Meals & Beverages and Receipts from Rentals.
- Problem:** Operators report "total meals tax" on both line 5 and line 9 of the worksheet or on the return.
- Solution:** Total tax due for meals & beverages should **only** be reported on line 5. Likewise, rooms tax should **only** be reported on line 9. The combined total of line 5 and line 9 will be entered on line 10.
- Problem:** The operator enters dollars **and** cents when entering a return via TELEFILE. *Entering cents on the TELEFILE system will result in erroneous amounts being reported.* These incorrect entries often result in the generation of a tax notice indicating additional and often substantial monies due.
- Solution:** **Whole dollars only** must be entered on the TELEFILE system. **Do not include cents!** *When completing the TELEFILE worksheet, the totals entered on line 5, line 9 and line 18 must be rounded to the nearest whole dollar.*
- (For example: Gross Receipts of \$2,519.25 [excluding tax] reported on line 1 of the worksheet is multiplied by .08. The resulting tax, \$201.54, is entered on line 2 of the worksheet. No entry was necessary on line 3 or line 4. When the line 2 entry is carried down to line 5, it is rounded to the nearest whole dollar making the entry \$202.)
- Problem:** Incorrect dollar entries on line 18 of the worksheet result in sizable differences in the amount of tax due and the actual amount paid from the operator's authorized account.
- Solution:** Evaluation of the worksheet entries on line 5, line 9 and line 18 **prior to dialing** the TELEFILE number will eliminate most errors in this area.
- Problem:** Information was omitted from the return, Form DP-14, and it was returned to the operator.
- Solution:** All applicable line items **must** be completed. The exclusion of any entry or the required signature may deem the return incomplete. Therefore, review the return prior to submission for accuracy and completeness.
- Problem:** The operator did not receive the 3% commission.
- Solution:** Businesses electing to file paper returns whose gross meals and rooms sales/receipts were greater than \$25,000 for the prior calendar year are not eligible for the 3% commission. When all other necessary filing criteria are met, filing by TELEFILE may enable the operator to retain the benefit of the 3% commission. Contact the department for clarification in this area.

Any outstanding balances will result in the loss of the 3% commission.

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION
MEALS & ROOMS LICENSE DATA UPDATE**

REQUEST CHANGE FOR LICENSE # _____
(ENTER LICENSE NUMBER ABOVE)

After completing the applicable section below, detach this form from the booklet at the perforated line to the left.

Mail to: **NH DEPT REVENUE ADMINISTRATION
COLLECTION DIVISION
PO BOX 454
CONCORD NH 03302-0454**

CURRENT BUSINESS MAILING ADDRESS

BUSINESS NAME		
CORPORATE NAME, PARTNER NAMES OR PROPRIETOR'S NAME		
NUMBER AND STREET ADDRESS		
CITY	STATE	ZIP CODE

BUSINESS MAILING ADDRESS CHANGE

BUSINESS NAME		
CORPORATE NAME, PARTNER NAMES OR PROPRIETOR'S NAME		
NUMBER AND STREET ADDRESS		
CITY	STATE	ZIP CODE

BUSINESS NAME CHANGE

CHANGE FROM: _____ TO: _____

REQUEST FOR CHANGE IN FILING REQUIREMENTS

FOR OFFICE USE ONLY

I request my filing requirements be changed **FROM:** _____ - _____
month beginning month ending

TO: _____ - _____
month beginning month ending

I understand a return must be filed for each month in which my license is active, even though there may be no tax due.

SIGNATURE _____

(15)

DATE _____